



| HEALTH POLICY INITIATIVE INDEFINITE QUANTITY CONTRACT SECTION A –REQUEST FOR TASK ORDER PROPOSAL (RFTOP) | | |
|---|---------------------------------|--|
| Health Policy Initiative (HPI) in Tanzania | | |
| 1 | RFTOP Number | RFTOP-621-08-008 |
| 2 | Date RFTOP Issued | October 03, 2008 |
| 3 | Issuing Office | USAID/Tanzania |
| 4 | Contracting Officer | Kenneth P. LuePhang USAID/Tanzania E-mail: kluephang@usaid.gov |
| 5 | Proposals to be Submitted to: | By emails to: Kenneth P. LuePhang (kluephang@usaid.gov), Samuel S. Kiranga (skiranga@usaid.gov), Monica Gindo (mgindo@usaid.gov) |
| 6 | Proposals Due | October 29, 2008 |
| 7 | Payment Office | See Section G.4 Invoices |
| 8 | Name of Firm | |
| 9 | IQC Task Order Number | . |
| 10 | DUNS number | |
| 11 | Tax Identification Number | |
| 12 | Address of Firm | |
| 13 | RFTOP Point of Contact | Name: Samuel S. Kiranga, Acquisition Specialist Email: skiranga@usaid.gov |
| 14 | Person Authorized to Sign RFTOP | Kenneth P. LuePhang, Contracting Officer |
| 15 | Signature | |
| 16 | Date | |

Acronym List

| | |
|---------|--|
| AIDS | Acquired Immune Deficiency Syndrome |
| CBO | Community Based Organization |
| CDC | Centers for Disease Control and Prevention |
| COP | Chief of Party |
| CTO | Cognizant Technical Officer |
| DoD | Department of Defense |
| FBO | Faith Based Organization |
| G&A | General and Administrative |
| GOT | Government of Tanzania |
| HHS | Health and Human Services |
| HIV | Human Immunodeficiency Virus |
| IQC | Indefinite Quantity Contract |
| LOE | Level of Effort |
| M&E | Monitoring and Evaluation |
| MOHSW | Ministry of Health and Social Welfare |
| MOU | Memorandum of Understanding |
| MP | Member of Parliament |
| NACP | National AIDS Control Program |
| NICRA | Negotiated Indirect Cost Recovery Agreement |
| OPSS | Other Policy and System Strengthening |
| PEPFAR | President's Emergency Plan for AIDS Relief |
| PETs | Public Expenditure Tracking Systems |
| PITC | Provider initiated testing and counseling |
| PLWHA | People Living with HIV/AIDS |
| RFTOP | Request for Task Order Proposal |
| SI | Strategic Information |
| TACAIDS | Tanzania Commission for AIDS |
| TO | Task Order |
| UNAIDS | United Nations Joint Program on HIV and AIDS |
| UNGASS | United Nations General Assembly Special Session |
| USAID | United States Agency for International Development |
| USG | United States Government |

SECTION B – SUPPLIES OR SERVICES AND PRICE/COSTS**B.1 PURPOSE**

The United States Agency for International Development Tanzania (USAID/Tanzania) is issuing a Request for Task Order Proposal (RFTOP) under the HPI Indefinite Quantity Contract (IQC) for Building an Enabling Environment for the Scale-Up of Prevention, Care and Treatment of HIV/AIDS in Tanzania. Subject to the annual availability of funds, USAID/Tanzania intends to award a Task Order for up to \$9.5 million over a four-year period (o/a December 1, 2008 – November 30, 2012), with an option for a one-year extension (not to go beyond September 30, 2013) and approximately \$2.5 million available in the first year. The Task Order will permit the contractor to carry out activities in Tanzania after receiving Government of Tanzania (GOT) approval to operate in Tanzania. USAID/Tanzania reserves the right to fund any or none of the proposals submitted. USAID/Tanzania will be directly involved in the implementation and performance monitoring of this award.

Through this award, USAID/Tanzania aims to support the United States government (USG) Tanzania President's Emergency Plan for AIDS Relief (PEPFAR/Tanzania) program objective to build an enabling environment for the scale-up of prevention, care and treatment of HIV/AIDS in Tanzania. After the first year of implementation, such scale-up may include policy activities for family planning and reproductive health.

PEPFAR/Tanzania's objective in the policy area is to accelerate and complement effective national, regional and district responses. This includes, inter alia, supporting government policy development, building capacity for policy analysis, fostering an enabling legal and policy environment, and implementing existing legislation. Community monitoring and oversight of HIV-related health services, and reducing stigma and discrimination will guide USG efforts to strengthen national and local policies to combat HIV/AIDS in Tanzania.

B.2 CONTRACT TYPE

This is a Cost-Plus-Fixed Fee contract. For the consideration set forth in the contract, the Contractor shall provide the deliverables or outputs described in Section C and comply with all contract requirements.

B.3 BUDGET

The Total Estimated Cost of this acquisition should not exceed \$9,500,000

| | |
|------------------------|----------|
| For Workdays Ordered | \$ _____ |
| For Other Direct Costs | \$ _____ |
| Maximum Ceiling Price | \$ _____ |

B.4 PAYMENT

The paying office is:

Mission Controller.
USAID/Tanzania
2140 Dar es Salaam Place
Washington D.C. 20521-2140.

B.5 OTHER RFTOP INFORMATION

The final statement of work for the task order that will result from this RFTOP will be incorporated at the time of award and shall be based on the proposal by the successful offeror.

END OF SECTION B

SECTION C – DESCRIPTION / SPECIFICATIONS/STATEMENT OF WORK

C.1 BACKGROUND

In Tanzania, the first three AIDS cases were reported in 1983. Currently almost 2 million Tanzanians are estimated to be living with HIV, out of a population of more than 34 million people. Of adults aged 15-49, seven percent are estimated to be infected with HIV; among women, prevalence is eight percent, and among men, six percent. Infection rates also vary by region, and rural/urban status. To address the epidemic, PEPFAR/Tanzania developed a five-year strategy in support of the GOT's HIV/AIDS response (see Annex 1). PEPFAR/Tanzania's efforts support the 2nd National Multisectoral Strategic Framework on HIV/AIDS (see Annex 2), in collaboration with the GOT and its development partners (see Annex 3 for the Memorandum of Understanding (MOU) on the implementation of Multisectoral Strategic Framework). To further support the harmonization of efforts, PEPFAR/Tanzania developed a series of documents, included in Annex 4. The PEPFAR/Tanzania continues to refine its strategy based on the latest information on epidemic dynamics, for instance, the Tanzanian Health Information Survey (see Annex 5).

In assisting the Tanzanian people in their fight against HIV and AIDS, PEPFAR/Tanzania supports a wide range of policy and systems strengthening efforts. Policy and system strengthening activities are undertaken in collaboration with GOT and development partners, including the Ministry of Health and Social Welfare (MOHSW). PEPFAR/Tanzania efforts concentrate on strengthening leaders and national organizations to increase the pace of program implementation, empower local implementers, and create an enabling environment whereby existing barriers are removed. PEPFAR/Tanzania also supports efforts to ensure that key policies affecting the success of programs are approved and executed. Policy issues may include, but are not limited to, provider initiated testing and counseling (PITC), use of lay workers for a range of HIV ancillary services and/or tasks, task shifting among health providers, use of opioids for pain management, anti-stigma and anti-discrimination measures, provision of nevirapine on first diagnosis, PLWHA labor policies and protection of human and children's rights. The policy and system strengthening portfolio also focuses on interventions to strengthen drug logistics systems and improve the capacity of the health care workforce.

As stigma and discrimination and gender inequalities remain barriers to the scale-up of services, PEPFAR/Tanzania works to mainstream gender and anti-stigma and discrimination activities throughout its portfolio. The portfolio supports a broad spectrum of related activities, including community mobilization for stigma and discrimination reduction and promotion of the rights of PLWHA (People Living with HIV/AIDS), particularly women.

In 2008, PEPFAR/Tanzania, through critical collaborations with GOT, achieved a key result: the passage of an HIV/AIDS law. Critical reforms to the law are still needed, enabling regulations must be crafted, and additional legislation is required to address particular problems with policy gaps (see Annex 6).

C.2. STATEMENT OF NEED

See Scope of Work,

C.3 OBJECTIVES

The goal of this project is to support the GOT and civil society to build an enabling environment for the scale-up of prevention, care and treatment of HIV/AIDS in Tanzania. Future activities may also be carried out to support advocacy for family planning and reproductive health policies. To meet this goal, the project will promote the achievement of the following objectives:

- A. Policy barriers hindering the HIV/AIDS response in Tanzania identified and prioritized, and plans developed and enacted to address the barriers;
- B. National and local HIV/AIDS legislation, policies, and plans based on international best practice and/or evidence from Tanzania, developed, adopted, and implemented;
- C. Public sector, civil society organizations, networks, and other influential bodies advocate for policy change, and catalyze successful policy implementation;
- D. Policy and advocacy-based interventions implemented to promote decreases in gender-based vulnerabilities to HIV/AIDS and inequities in accessing HIV/AIDS-related services;
- E. Policy leaders and stakeholders use timely and accurate data for evidence-based decision-making and advocacy.

C.4 SCOPE OF WORK

The United States Agency for International Development Tanzania (USAID/Tanzania) is issuing a Request for Task Order Proposal (RFTOP) under the HPI Indefinite Quantity Contract (IQC) for Building an Enabling Environment for the Scale-Up of Prevention, Care and Treatment of HIV/AIDS in Tanzania. Subject to the annual availability of funds, USAID/Tanzania intends to award a Task Order for up to \$9.5 million over a four-year period (o/a December 1, 2008 – November 30, 2012), with an option for a one-year extension (not to go beyond September 30, 2013) and approximately \$2.5 million available in the first year. The Task Order will permit the contractor to carry out activities in Tanzania after receiving Government of Tanzania (GOT) approval to operate in Tanzania. USAID/Tanzania reserves the right to fund any or none of the proposals submitted. USAID/Tanzania will be directly involved in the implementation and performance monitoring of this award.

Through this award, USAID/Tanzania aims to support the United States government (USG) Tanzania President's Emergency Plan for AIDS Relief (PEPFAR/Tanzania) program objective to build an enabling environment for the scale-up of prevention, care and treatment of HIV/AIDS in Tanzania. After the first year of implementation, such scale-up may include policy activities for family planning and reproductive health.

PEPFAR/Tanzania's objective in the policy area is to accelerate and complement effective national, regional and district responses. This includes, inter alia, supporting government policy development, building capacity for policy analysis, fostering an enabling legal and policy environment, and implementing existing legislation. Community monitoring and oversight of HIV-related health services, and reducing stigma and discrimination will guide USG efforts to strengthen national and local policies to combat HIV/AIDS in Tanzania.

USAID/Tanzania is looking for creative new approaches to address HIV/AIDS policy issues in Tanzania. The successful offeror will present an innovative, results-based approach to achieving the Task Order's objectives. Respondents are encouraged to be specific in discussing their proposed approach to achieve concrete results against the stated objectives and how they will ensure that their efforts are efficient and outcome-based. While many of the objectives outlined below will require working through community-based groups, the successful offeror will articulate how their proposed approach will also work with local, regional and national structures to achieve measurable results at the national policy level. Successful offerors will discuss comprehensive and creative approaches to address the full spectrum of advocacy and policy change, including efforts to collaborate and coordinate with ongoing efforts to maximize impact and minimize duplication.

- A. Policy barriers hindering the HIV/AIDS response in Tanzania identified and prioritized, and plans developed and enacted to address the barriers;

PEPFAR/Tanzania manages its HIV/AIDS portfolio through three Strategic Results Units (SRUs): Clinical Services, Community Services, and Prevention & Testing. Each SRU is comprised of multi-agency technical teams. A Cross Cutting Strategic Unit – which includes Lab, Human Capacity Development, Strategic Information, and Logistics – works across, and in support of, the three SRUs. The SRUs mobilize the multi-agency technical teams to define and implement a shared vision across agencies and partners. Each SRU is accountable for achieving a defined component of the overall PEPFAR results (see Annex 7 for a model of the PEPFAR/Tanzania's Strategic Results Units). Acting in a role similar to the Cross Cutting Strategic Unit, the contractor will work across, and in support of, the three SRUs to coordinate policy efforts. The contractor, through coordination with its Cognizant Technical Officer (CTO), will be accountable for ensuring that policy issues identified by the SRUs are addressed.

The successful offeror should describe an approach for:

- Supporting PEPFAR/Tanzania's SRU's to identify key policy barriers;
- Prioritizing identified policy barriers in consultation with the CTO;
- Developing a process for creating and implementing action plans to address the prioritized policy barriers, including detailing how these plans will be finalized in consultation with the SRUs;
- Ensuring the successful implementation of the finalized action plans.

B. National and local HIV/AIDS legislation, policies, and plans based on international best practice and/or evidence from Tanzania developed, adopted, and implemented;

The contractor will be responsible for identifying key legislative and policy barriers to the efficient and effective scale-up of prevention, care and treatment activities in Tanzania, and to develop and implement interventions based on international best practice and/or evidence from the Tanzanian situation to address those barriers.

The offeror should describe an approach which includes, but is not limited to:

- Supporting the identification of key legislative and policy barriers;
- Prioritizing identified legislative and policy barriers;
- Developing a process for creating and implementing action plans to address the prioritized policy barriers;
- Ensuring the successful implementation of the finalized action plans.

The response should detail how the proposed approach will engage and consult with key policy stakeholders, and how it will coordinate with existing efforts in Tanzania. The successful offeror's response should discuss examples of potential legislative and policy barriers, including but not limited to, how orphans and vulnerable children (OVCs) and promoting women's role in policy dialogue should be addressed.

C. Public sector, civil society organizations, networks, and other influential bodies advocate for policy change, and catalyze successful policy implementation;

The successful offeror will work closely with influential groups to promote their role as advocates for policy change and catalysts for successful policy implementation. The successful proposal must discuss at a minimum, but not be limited to, an approach to position effectively the following groups to take a leadership role as advocates and catalysts for change. Emphasis should be on local, regional and national organizations that produce national impact.

Parliament and other national authorities

The successful offeror will propose an approach for coordinating, planning and mobilizing national authorities, particularly the HIV/AIDS Committee of Parliament, to promote policies

and legislation that support an enabling environment for HIV/AIDS prevention, care and treatment. The approach should support capacity building to reinforce national authorities' role in ensuring the meaningful engagement of PLWHA and affected communities in HIV/AIDS responses, and in their role in ensuring accountability of government, private and public sectors in the HIV/AIDS response.

The successful offeror's proposal should, at a minimum, describe an approach that will:

- Support the HIV/AIDS Committee of Parliament to create a small grant mechanism (under \$15,000 per grant) through which Members of Parliament (MPs) on the Committee may submit proposals for consideration to be implemented by Community Based Organizations (CBOs) or Faith Based Organizations (FBOs). The proposals may be for small projects in the MP's district to address stigma and discrimination; promote counseling and testing; increase treatment literacy; support prevention-related or post-test clubs; address gender disparities in testing, care, prevention, or treatment programs; raise awareness of and support for PLWHA groups, or other relevant projects;
- Support the HIV/AIDS Committee of Parliament to conduct investigations and field studies of the delivery of HIV-related health services, the integrity of Global Fund sub-grants, the status of discrimination against PLWHAs, or other issues related to governance, accountability, and transparency in the national response to HIV/AIDS;
- Support the HIV/AIDS Committee of Parliament to liaise with the Ministry of Health and Social Welfare (MOHSW), Development Partners, the Tanzanian Commission for AIDS (TACAIDS), the National AIDS Control Program (NACP) and other stakeholders to identify necessary reforms to current legislation and the need for new legislation to create an enabling legal environment for the national response to HIV-AIDS, and where appropriate, provide direct support to the Committee to conduct research and draft legislation and/or amendments.

The successful offeror will also propose an approach for engaging and mobilizing the Tanzania Commission for AIDS (TACAIDS) to develop or strengthen policies in key areas including but not limited to:

- Tanzania's adherence to international standards such as the Abuja declaration and the United Nations General Assembly Special Session on AIDS (UNGASS) Declaration of Commitment (DoC);
- The mobilization of additional resources to sustain national financing for HIV/AIDS response;
- Diminishing stigma and discrimination against PLWHAs, especially women and girls.

Additionally, the successful offeror will propose an approach to develop the capacity of TACAIDS to interact effectively with Parliament and with other stakeholders within the Executive Branch including the Ministry of Finance and the Prime Minister's Office for Regional and Local Government.

Regional and local HIV/AIDS coordinating bodies

The successful offeror will present an approach to diminishing discrimination and stigma against PLWHAs by enhancing the effectiveness of the legal response to these issues, as well as raise awareness, and teach advocacy skills. At a minimum, the offeror will:

- Provide targeted technical support to the Commission on Human Rights and Good Governance to build its capacity to investigate and, where appropriate, address through official complaints or litigation, human rights violations against PLWHAs or their families based on serostatus;
- Provide support to an established Dar es Salaam-based legal aid society to document and address, through appropriate legal measures, discrimination against PLWHAs. The legal aid services may be offered through 'circuit rides' by legal aid society personnel to sites throughout the country; advertising of these circuit rides would be accomplished through service referral systems and other means;

- Facilitate a national awareness campaign emphasizing the illegality of discrimination against PLWHAs including the provisions of the HIV/AIDS law which protect against discrimination and ensure fair treatment of PLWHAs. The offeror is expected to coordinate and lead these efforts, however, the successful offeror may propose an approach that includes outsourcing to communication experts. The offeror should discuss how it will coordinate this activity with PEPFAR/Tanzania communication partner STRADCOM.

The successful offeror will also present an approach to enhancing the effectiveness of the delivery of HIV care and treatment services by building the capacity of village- and ward-level public expenditure tracking committees to monitor and oversee the delivery of health services and the use of health funds by local government authorities. Support for the training and formation of public expenditure tracking committees will encourage accountability by providing grass-roots oversight mechanisms. Such mechanisms can also be useful in monitoring, at the local level, implementation of Global Fund monies by Principal Recipients and their sub-grantees.

Community and faith-based organizations, including religious leaders

The successful offeror will describe an approach to build the capacity of community and faith-based organizations, including religious leaders, to mobilize their communities against stigma and discrimination. The approach should emphasize how efforts will be designed to promote meaningful decreases in stigma and discrimination at the national level. The approach should describe how existing national organizations of religious leaders will be engaged, and how efforts will be disseminated through existing community and faith-based structures, such as Madrasas and Sunday schools. The successful offeror will propose an approach which discusses collaboration with PEPFAR/Tanzania CBOs and FBOs.

Journalists and the media

The successful offeror will describe an approach to building the capacity of journalists and media leaders (e.g. managers of major media outlets such as national newspapers) to promote factual and comprehensive coverage of HIV/AIDS issues within Tanzania. The approach should describe how journalists and the media will be mobilized at the national level to promote accurate and complete reporting, and include a proposed plan to promote press coverage of often under-represented populations, such as orphans and vulnerable children and HIV-exposed positive women. A concrete plan for engaging journalists and media leaders in identifying gaps in press coverage is expected, including details on how the offeror will coordinate with the U.S. Embassy's Public Affairs Office.

PLWHA/Youth

The successful offeror will describe an approach to build the capacity of PLWHA and youth organizations, focusing on coordination issues and participation at the national level. The approach should describe how PLWHA and youth groups' capacity will be strengthened to promote meaningful engagement of PLWHA and youth in policy formation and implementation; to use evidence-based information for policy dialogue; and to advocate for access and equity in HIV/AIDS-related services and information. The successful offeror will describe an approach that builds the capacity of existing groups and reinforces existing efforts (e.g. TACAIDS support for the umbrella PLWHA groups), focusing on promoting their ability to act as advocates and catalysts for change at the national level.

- D. Policy and advocacy-based interventions implemented to promote decreases in gender-based vulnerabilities to HIV/AIDS and inequities in accessing HIV/AIDS-related services.

The successful offeror will propose an approach for reinforcing existing national efforts to support policy and advocacy-based interventions to decrease gender-based vulnerabilities to HIV/AIDS, and gender-based inequities in accessing HIV/AIDS-related services. The

successful offeror will discuss efforts to decrease gender-based violence, as well as criteria for identifying, prioritizing, and addressing other gender-related policy issues.

The response should include, but not be limited to, an approach for:

- Conducting an assessment of current legislation, existing regulatory bodies, and available resources addressing gender-based violence;
- Outlining how USG investments in addressing gender-based violence can fill key gaps while reinforcing existing efforts (e.g. UNAIDS, CHAMPION Network “Men Engaged”);
- Developing recommendations for policy and advocacy interventions to address gender-based violence based on the gaps and existing resources identified;
- Identifying, prioritizing and addressing additional gender-related issues in subsequent years of the Task Order’s implementation.

E. Policy leaders and stakeholders use timely and accurate data for evidence-based decision-making and advocacy.

Given that good data provides the basis for effective policy and advocacy work, the contractor will promote policy stakeholders’ and policymakers’ utilization of data to drive policy decision-making; will adapt, develop, and apply user-friendly tools for data analysis to support policy dialogue; and will build the capacity of in-country partners to provide data for evidence-based decision-making to support their role in national-level policy dialogues. The contractor will also develop and apply user-friendly tools for multi-sector policy analysis and dialogue.

The successful offeror will detail an approach to increase political commitment and improved decision-making through expanded use of local evidence. The successful offeror will detail their approach to achieving these results. The proposal should specifically address but not be limited to how they will achieve the following (if not all results are addressed, the proposal should provide a justification as to why):

- Identify and reach key stakeholders to participate in policy processes at national and local levels;
- Assist national and local coordinating bodies to develop and implement sound policies, laws, regulations plans, programs, budgets and monitoring systems in support of priority HIV/AIDS interventions at national and local levels;
- Promote informed dialogue and ensure that decision-makers and stakeholders are knowledgeable about critical issues;
- Package and present information in a way that is useful to stakeholders;
- Assist stakeholders and decision-makers to communicate and disseminate the results of the work;
- Strengthen civil society and governmental collaboration and synergies;
- Reduce stigma and discrimination;
- Increase attention to gender issues.

Sustainability and capacity-building approaches

Strengthening capacity of indigenous institutions involved in HIV/AIDS program implementation and evaluation is a key component to achieving scale-up and results, and to ensuring long-term sustainability of Emergency Plan-assisted programs. In the approaches outlined above, offerors should highlight opportunities for partnering with local organizations in Tanzania. Successful applicants will demonstrate specific plans for these partnerships, including sub-contracts and/or grants under contracts to local organizations. Priority should be given to partnerships that have the potential to make national impact.

1. MEASURING RESULTS: MONITORING AND EVALUATION

Offerors should review the PEPFAR standard indicators and objectives outlined in the Statement of Work, and indicate in their responses proposed targets and indicators linked to the objectives (finalization of additional indicators will occur through collaboration with the CTO after the award is made). The proposed indicators should be compatible with the HPI Performance Monitoring Plan (see Annex 8).

To monitor key accomplishments of activities related to HIV/AIDS policy development/implementation effectively, build an enabling policy environment, and combat stigma and discrimination, the contractor will be responsible for developing and executing a Monitoring and Evaluation (M&E) plan, in consultation with the USAID/Tanzania and PEPFAR Strategic Information (SI) teams. Expected program results with illustrative indicators, mid-term milestones/benchmarks, end-of-project results should be elaborated in the M&E plan. The M&E plan should plan for a mid-term, external program assessment, including how the assessment's results will be used to make program improvements. Data sources and collection methodologies should also be noted for each indicator. For each indicator, the Monitoring and Evaluation plan shall provide interim and final targets, data sources, collection methods and baseline information or a timeline for collecting baseline information. Routine data quality assessments are also required.

During the initial planning period, the contractor will work closely with the CTO to develop the M&E plan, including establishing a final list of indicators, and baseline data and performance targets for each indicator. The M&E plan shall be submitted to the CTO for approval within 60 days of the award of the Task Order. The M&E plan will be revised as appropriate on an ongoing basis in collaboration with USAID/Tanzania and the PEPFAR SI Team. In particular, as PEPFAR is currently undergoing a Next Generation Indicators exercise, the contractor should be flexible in adapting its M&E efforts based on the results of the Next Generation Indicators exercise (see Annex 9 for additional information on the exercise), which are expected to be released in January.

In the proposal, the offeror should describe a process for developing and finalizing the M&E plan, according to the timeline and specifications outlined above.

2. COLLABORATION

All applicants should demonstrate a collaborative approach with projects within the USAID/Tanzania health and humanitarian assistance, democracy and governance, and PEPFAR/Tanzania portfolios, as well as relevant GOT, donor and civil society initiatives. The contractor needs to collaborate with the PEPFAR/Tanzania interagency team in-country – including DoD, Department of State, Health and Human Services (HHS), Centers for Disease Control and Prevention (CDC), and Peace Corps – regarding coordination of activities. In addition, if called upon, the contractor will be expected to participate in, contribute to or provide input for USG efforts in Tanzania, for instance, through work with PEPFAR/Tanzania interagency technical working groups.

Offerors will be expected to demonstrate how the project will promote comprehensive programming and establish linkages with other USAID Strategic Objectives (SO) activities and organizations working in the same geographic locations, addressing the same target populations, or other opportunities to maximize USAID-funded expertise and resources.

3. PROGRAM MANAGEMENT AND STAFFING**A. Technical Direction and Coordination**

The CTO will be responsible for oversight and technical direction of the contractor, both in writing and verbally. The contractor will be expected to meet regularly (via conference call or in person) with the CTO or his/her designee to review the status of activities, and should be prepared to make periodic, unplanned verbal and written briefings to USAID/Tanzania, PEPFAR/Tanzania and U.S. Embassy staff as appropriate.

B. Personnel Requirements

The contractor will propose technical personnel and other personnel as deemed appropriate to implement the major tasks above. Offerors must specify the positions that they deem as Key Personnel and provide resumes for the candidates proposed for such positions. Offerors should specify the qualifications and abilities of proposed Key Personnel relevant to successful implementation of the proposed technical approach. The offeror shall also include, in an annex, resumes and biodata sheets (Form AID 1420-17) for all Key Personnel candidates. Resumes may not exceed three pages in length and shall be in chronological order starting with most recent experience. Each resume shall be accompanied by a signed letter of commitment from each candidate indicating his/her: (a) availability to serve in the stated position; (b) intention to serve for a stated term of the service; and (c) agreement to the compensation levels which correspond to the levels set forth in the cost proposal.

The successful offeror will consider locally (non-overseas)-hired candidates for all staff positions; such staff should have played important coordination and country-level support roles in past and current HIV/AIDS programs. In addition, the successful offeror will present a Management and Staffing plan that is capable of operating independently, particularly in efficiently and autonomously responding to time-sensitive requests from the PEPFAR/Tanzania and USAID/Tanzania teams. The team in Tanzania should have the authority to make decisions and set priorities for program related activities.

USAID reserves the right to adjust the level of personnel during the performance of this task order.

i. Chief of Party

The offeror is required to appoint a Chief of Party (COP). The COP should have demonstrated capabilities in high-level strategic visioning and leadership, and effective interaction with senior-level policy-makers. The COP must also demonstrate exceptional written and oral communications skills in English. Familiarity with the political, social, economic, and cultural context of working in Tanzania is necessary.

ii. Deputy Chief of Party

The offeror is required to appoint a Deputy Chief of Party (Deputy COP). The COP must demonstrate exceptional managerial and operational experience, and preferably experience in managing complex activities involving coordination with multiple government, donor and implementing partners. The Deputy COP must also demonstrate exceptional written and oral communications skills in English. Familiarity with the political, social, and cultural context of working in Tanzania is necessary.

iii. Other Personnel

The offeror has the discretion to determine the proper number and mix of additional key personnel, short-term technical staff, and others to meet task order requirements, to be described in the technical proposal. USAID/Tanzania suggests the contractor either consider the need for technical leads for, or otherwise ensure the proposal clearly incorporates how the contractor will staff for addressing, the following areas: 1) PLWHA; 2) Gender; 3) Youth; 4) CBO/FBOs; 5) Legal/Human Rights; 6) Stigma and Discrimination; and 7) Use of Strategic Information for Program Monitoring. If the contractor proposes technical leads for these areas, USAID/Tanzania strongly encourages that the contractor consider locally (non-overseas)-hired technical leads for some or all. All personnel must demonstrate exceptional written and oral communications skills in English. Familiarity with the political, social, economic and cultural context of working in Tanzania is also necessary.

APPENDICES

To support the development of the proposal, the offerors are encouraged to review the following appendices:

- Appendix 1 PEPFAR/Tanzania Five-Year Strategy
- Appendix 2 2nd National Multisectoral Strategic Framework on HIV/AIDS
- Appendix 3 MOU, Implementation of the Multisectoral Strategic Framework
- Appendix 4 Harmonization documents (7 1-pagers)
- Appendix 5 Tanzania Health Indicator Survey
- Appendix 6 HIV/AIDS Law
- Appendix 7 PEPFAR/Tanzania Staffing for Results Model
- Appendix 8 HPI Performance Monitoring Plan
- Appendix 9 PEPFAR Next Generation Indicators Exercise Resource
- Appendix 10 HPI Branding Guidelines

C. 5. IMPLEMENTATION AND MANAGEMENT PLAN

The Contractor shall provide contract management necessary to fulfill all the requirements of this task order. This includes cost and quality control under this contract.

C.6 PERFORMANCE MONITORING PLAN

The contractor's performance shall be evaluated based on the completion of specific tasks as outlined in the Task Order, adherence to the work plan, and reports submitted to the Cognizant Technical Officer (CTO).

END OF SECTION C

SECTION D – PACKAGING AND MARKING

D.1 AIDAR 752.7009 MARKING (JAN 1993)

(a) It is USAID policy that USAID-financed commodities and shipping containers, and project construction sites and other project locations be suitably marked with the USAID emblem. Shipping containers are also to be marked with the last five digits of the USAID financing document number. As a general rule, marking is not required for raw materials shipped in bulk (such as coal, grain, etc.), or for semifinished products which are not packaged.

(b) Specific guidance on marking requirements should be obtained prior to procurement of commodities to be shipped, and as early as possible for project construction sites and other project locations. This guidance will be provided through the cognizant technical office indicated on the cover page of this contract, or by the Mission Director in the Cooperating Country to which commodities are being shipped, or in which the project site is located.

(c) Authority to waive marking requirements is vested with the Regional Assistant Administrators, and with Mission Directors.

(d) A copy of any specific marking instructions or waivers from marking requirements is to be sent to the Contracting Officer; the original should be retained by the Contractor.

D.2 BRANDING

Offerors should present a communications plan, which complies with the Branding and Marking plan of the HPI IQC (see Annex 10) and which meets the specifications of the Tanzania program addressing:

- Disseminating identified program messages to targeted audiences in Tanzania routinely and consistently;
- Utilizing selected outreach tools and opportunities – for example, program launches, media events, Telling our Story database – to communicate new or noteworthy program success. Such activities should be in coordination with the US Embassy Tanzania's Public Affairs Office.

END OF SECTION D

SECTION E - INSPECTION AND ACCEPTANCE

E.1 TASK ORDER PERFORMANCE EVALUATION

USAID inspection and acceptance of services, reports and other required deliverables or outputs shall take place at:

USAID/Tanzania.
686 Old Bagamoyo Road. Msasani
Dar es Salaam, Tanzania.

or at any other location where the services are performed and reports and deliverables or outputs are produced or submitted. The CTO listed in Section G has been delegated authority to inspect and accept all services, reports and required deliverables or outputs.

END OF SECTION E

SECTION F – DELIVERIES OR PERFORMANCE

F.1 PERIOD OF PERFORMANCE

The estimated period of performance for this task order is four months from the date of approval by the Contracting Officer.

F.2. DELIVERABLES

This Program will be implemented under a performance-based contract. For the purposes of invoicing and payment only, submission and USAID approval of a Work Plan at the 30 day mark and submission and USAID approval of a Progress Report at the 60 day mark, as described in the previous section, shall be considered the “deliverables” of Phase I.

The contractor will prepare and submit a Final Report for approval by the USAID/Tanzania MCA Threshold Program Coordinator and the Court of Appeal of Tanzania on the implementation of the Training Program after having analyzed all evaluation forms and other feedback received. For the purposes of invoicing and payment only, submission and USAID approval of the Final Report shall be considered the “deliverable” of Phase II.

The contractor’s budget should also be structured according to the above deliverables (see “budget” matrix)

See Section C for full information and definitive listing. All of the evaluation findings, conclusions, and recommendations shall be documented in the Final Report. All written deliverables shall also be submitted electronically to the CTO. Bound/color printed deliverables may also be required, as directed by the CTO.

F.3 TECHNICAL DIRECTION AND DESIGNATION OF RESPONSIBLE USAID OFFICIALS

Kenneth P. LuePhang
Contracting Officer
U.S. Agency for International Development
2140 Dar es Salaam Place
Washington D.C. 20521-2140

Telephone:
Fax:
Email: kluephang@usaid.gov

The Cognizant Technical Officer (CTO) will be designated separately.

F.4 PLACE OF PERFORMANCE

The place of performance under this Task Order is United Republic of Tanzania, as specified in the Statement of Work.

F.5 AUTHORIZED WORK DAY / WEEK

No overtime or premium pay is authorized under this Task Order. The contractor is authorized up to a 6 days workweek in the field with no premium pay.

F.6 REPORTS AND DELIVERABLES OR OUTPUTS

In addition to the requirements set forth for submission of reports in Sections I and J, and in accordance with AIDAR clause 752.242-70, Periodic Progress Reports, the Contractor shall submit reports, deliverables or outputs as further described below to the CTO (referenced in Sections F.2 and G). All reports and other deliverables shall be in the English language, unless otherwise specified by the CTO.

REPORTING REQUIREMENTS

The contractor shall comply with all PEPFAR/Tanzania reporting requirements, including but not limited to *timely* Annual and Semi-Annual Performance Reports, Annual Country Operational Plan, and quarterly reporting submissions. The contractor will be responsible for ensuring that all of the country-specific USG reporting requirements are met.

The contractor will also be responsible for submitting to USAID/Tanzania:

A. Annual Work Plan

The contractor will be expected to develop annual work plans in concert with other PEPFAR/Tanzania partners, keyed into each US fiscal year of the contract. The contractor will provide an illustrative annual work plan for the first fiscal year of the task order, which will be finalized in consultation with USAID during the first 30 days following the task order award. Subsequent 12-month work plans through the end of the task order will be prepared on a 12-month fiscal year basis (October 1 – September 30) and submitted to the CTO not later than 30 days before the close of each preceding fiscal year.

The work plan should include, at a minimum:

- Proposed accomplishments and expected progress towards achieving task order results;
- Timeline for implementation of the year's proposed activities, including target completion dates;
- Information on how activities will be implemented;
- Personnel requirements to achieve expected outcomes;
- Major procurements, including sub-contracts;
- Anticipated international travel;
- Details of collaboration with other major partners;
- Detailed budget; and,
- Targets and anticipated results and milestone indicators against which the contractor will be evaluated (jointly established with the CTO and in line with the M&E plan).

B. Quarterly Progress Reports

The contractor will prepare and submit to the USAID/Tanzania CTO a quarterly progress report within 30 days after each of the contractor's fiscal year quarter, that is, within 30 days following Dec 31, March 31, June 30, and September 30. These reports will be used by USAID/Tanzania to fulfill electronic reporting requirements to USAID/Washington and the Office of the Global AIDS Coordinator (OGAC); consequently, they need to conform to certain requirements.

Quarterly reports should contain, at a minimum:

- Progress (activities completed, benchmarks achieved, performance standards completed) since the last report by program area;
- Problems encountered and whether they were solved or are still outstanding;
- Proposed solutions to new or ongoing problems;
- Success stories;
- Documentation of best practices that can be taken to scale; and,
- List of upcoming events with dates.

C. Quarterly Financial Reports

The contractor will prepare and submit to the USAID/Tanzania CTO a quarterly financial report within 30 days after the end of the contractor's first fiscal year quarter, and quarterly thereafter.

The report should contain, at a minimum:

- Total funds awarded to date by USAID/Tanzania into the task order;
- Total funds previously reported as expended by contractor main line items;
- Total funds expended in the current quarter by the contractor by the main line items;
- Total unliquidated obligations by main line items; and,
- Unobligated balance of USAID/Tanzania funds.

D. Semi Annual Reports

Twice yearly, the contractor will be required to prepare and submit reports reflecting more detailed data on achievements and targets. Due dates for these reports are May 1st and October 31st.

E. Consultant Reports

Scopes of work, costs, and CVs for proposed short-term consultants shall be submitted to the CTO for review and approval. Additionally, consultants' reports shall be sent to the CTO in a mutually agreed upon format and time frame. Subcontracts will also need to be approved by the CTO.

F. Special Reports

From time to time, the contractors will be required to prepare and submit to USAID special reports concerning specific activities and topics. Periodically, the contractor will be requested to update budget and pipeline information to conform to OGAC requests.

G. Final Report

At the end of the task order, the contractor shall prepare a completion report which highlights accomplishments against work plans, gives the final status of the benchmarks and results, addresses lessons learned during implementation and suggests ways to resolve constraints identified. The report may provide recommendations for follow-on work that might complement the completed work.

F.7 AIDAR 752.7005 SUBMISSION REQUIREMENTS FOR DEVELOPMENT EXPERIENCE DOCUMENTS (JAN 2004)

(a) Contract Reports and Information/Intellectual Products.

(1) The Contractor shall submit to USAID's Development Experience Clearinghouse (DEC) copies of reports and information products which describe, communicate or organize program/project development assistance activities, methods, technologies, management, research, results and experience as outlined in the Agency's ADS Chapter 540. Information may be obtained from the Cognizant Technical Officer (CTO). These reports include: assessments, evaluations, studies, development experience documents, technical reports and annual reports. The Contractor shall also submit to copies of information products including training materials, publications, databases, computer software programs, videos and other intellectual deliverable materials required under the Contract Schedule. Time-sensitive materials such as newsletters, brochures, bulletins or periodic reports covering periods of less than a year are not to be submitted.

(2) Upon contract completion, the Contractor shall submit to DEC an index of all reports and information/intellectual products referenced in paragraph (a)(1) of this clause.

(b) Submission requirements.

(1) Distribution.

(i) At the same time submission is made to the CTO, the Contractor shall submit, one copy each, of contract reports and information/intellectual products (referenced in paragraph (a)(1) of this clause) in either electronic(preferred) or paper form to one of the following:

(A) Via E-mail: docsubmit@dec.cdie.org;

(B) Via U.S. Postal Service: Development Experience Clearinghouse, 8403 Colesville Road, Suite 210, Silver Spring, MD 20910, USA;

(C) Via Fax: (301) 588-7787; or

(D) Online: <http://www.dec.org/index.cfm?fuseaction=docSubmit.home>

(ii) The Contractor shall submit the reports index referenced in paragraph (a)(2) of this clause and any reports referenced in paragraph (a)(1) of this clause that have not been previously submitted to DEC, within 30 days after completion of the contract to one of the address cited in paragraph (b)(1)(i) of this clause.

(2) Format.

(i) Descriptive information is required for all Contractor products submitted. The title page of all reports and information products shall include the contract number(s), Contractor name(s), name of the USAID cognizant technical office, the publication or issuance date of the document, document title, author name(s), and strategic objective or activity title and associated number. In addition, all materials submitted in accordance with this clause shall have attached on a separate coversheet the name, organization, address, telephone number, fax number, and Internet address of the submitting party.

(ii) The report in paper form shall be prepared using non-glossy paper (preferably recycled and white or off-white using black ink. Elaborate art work, multicolor printing and expensive bindings are not to be used. Whenever possible, pages shall be printed on both sides.

(iii) The electronic document submitted shall consist of only one electronic file which comprises the complete and final equivalent of the paper copy.

(iv) Acceptable software formats for electronic documents include WordPerfect, Microsoft Word, and Portable Document Format (PDF). Submission in PDF is encouraged.

(v) The electronic document submission shall include the following descriptive information:

(A) Name and version of the application software used to create the file, e.g., MSWord6.0 or Acrobat Version 5.0.

(B) The format for any graphic and/or image file submitted, e.g., TIFF-compatible.

(C) Any other necessary information, e.g. special backup or data compression routines, software used for storing/retrieving submitted data or program installation instructions.

END OF SECTION F

SECTION G – TASK ORDER ADMINISTRATION DATA

G.1 CONTRACTING OFFICER'S AUTHORITY

The Contracting Officer is the only person authorized to make or approve any changes in the requirements of this task order and notwithstanding any provisions contained elsewhere in this task order, the said authority remains solely in the Contracting Officer. In the event the Contractor makes any changes at the direction of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment shall be made in the contract terms and conditions, including price.

G.2 TECHNICAL DIRECTION

USAID/Tanzania shall provide technical oversight to the Contractor through the designated CTO. The contracting officer shall issue a letter appointing the CTO for the task order and provide a copy of the designation letter to the contractor.

G.3 ACCEPTANCE AND APPROVAL

In order receive payment, all deliverables must be accepted and approved by the CTO.

G.4 INVOICES

One (1) original of each invoice shall be submitted on an SF-1034 Public Voucher for Purchases and Services Other Than Personal to the Mission Controller, USAID/Tanzania. One copy of the voucher and the invoice shall also be submitted to the Contracting Officer and the CTO.

Electronic submission of invoices is encouraged. Please, submit your invoice to Patrick Ngimbwa (pngimbwa@usaid.gov), with a copy to Aaron Karnell (akarnell@usaid.gov) and Samuel Kiranga (skiranga@usaid.gov)

The SF-1034 must be signed, and it must be submitted along with the invoice and any other documentation in Adobe.

Paper Invoices shall be sent to the following address:

Mission Controller
USAID/Tanzania
2140 Dar es Salaam Place
Washington D.C. 20521-2140

If submitting invoices electronically, do not send a paper copy.

END OF SECTION G

SECTION H – SPECIAL TASK ORDER REQUIREMENTS

H.1 KEY PERSONNEL

The contractor shall propose key personnel for the performance of this task order as indicated in the SOW.

USAID reserves the right to adjust the level of key personnel during the performance of this task order.

H.2 LANGUAGE REQUIREMENTS

All deliverables shall be produced in English.

H.3 GOVERNMENT FURNISHED FACILITIES OR PROPERTY

The Contractor and any employee or consultant of the Contractor is prohibited from using U.S. Government facilities (such as office space or equipment) or U.S. Government clerical or technical personnel in the performance of the services specified in the Task Order unless the use of Government facilities or personnel is specifically authorized in the Task Order or is authorized in advance, in writing, by the CTO.

H.4 CONFIDENTIALITY AND OWNERSHIP OF INTELLECTUAL PROPERTY

All reports generated and data collected during this project shall be considered the property of USAID and shall not be reproduced, disseminated or discussed in open forum, other than for the purposes of completing the tasks described in this document, without the express written approval of a duly-authorized representative of USAID. All findings, conclusions and recommendations shall be considered confidential and proprietary.

H.5 CONTRACTOR'S STAFF SUPPORT, AND ADMINISTRATIVE AND LOGISTICS ARRANGEMENTS

The Contractor shall be responsible for all administrative support and logistics required to fulfill the requirements of this task order. These shall include all travel arrangements, appointment scheduling, secretarial services, report preparations services, printing, and duplicating.

SECTION I – CONTRACT CLAUSES

I.1 Reference: Health Policy Initiative (HPI) IQC.

END OF SECTION I

SECTION J – LIST OF DOCUMENTS EXHIBITS AND OTHER ATTACHEMENTS**SECTION J - LIST OF ATTACHMENTS –**

| Attachment Number | Title |
|----------------------|---|
| J.1 | USAID FORM 1420-17 Contractor Biographical Data Sheet |

* A hard copy is attached at the end of this document; however, for an electronic version, please locate the form at http://www.USAID.GOV/procurement_bus_opp/procurement/forms/ . The copy of the form is being provided herewith for reference purpose only.

END OF SECTION J

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS

Not required.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 GENERAL

The Government anticipates the award of one (1) Cost Plus Fixed Fee as a result of this RFTOP; however, it reserves the right to make multiple awards or no award.

L.2 ACQUISITION SCHEDULE

The schedule for this acquisition is anticipated to be as follows:

| | <u>Date</u> |
|-------------------------------------|-------------------|
| RFTOP issued | October 03, 2008, |
| Questions due | October 13, 2008 |
| Answers to questions disseminated | October 16, 2008. |
| Proposals due | October 29, 2008 |
| Technical evaluation (completed by) | November 17, 2008 |
| Award of task order | November 30, 2008 |
| Performance begins | December 01, 2008 |
| Debriefings begin (if required) | December 03, 2008 |

All Questions relating to this RFTOP must be submitted to Kenneth P. LuePhang at kluephang@usaid.gov with a copy to Samuel S. Kiranga at skiranga@usaid.gov and Monica Gindo (mgindo@usaid.gov) via email no later than 2 days from the date of issuance of this RFTOP. Unless otherwise notified by an amendment to the RFTOP, no questions will be accepted after this date. Offerors must not submit questions to any other USAID staff, including the technical office for either the Task Order or the basic IQC.

L.3 PROPOSAL INSTRUCTIONS

The offeror shall use as applicable, guidelines provided in the Health Policy Initiative (HPI) IQC during the Technical and Budget preparations

L.4 GENERAL INSTRUCTIONS TO OFFERORS

- (a) RFTOP Instructions: If an Offeror does not follow the instructions set forth herein, the Offeror's proposal may be eliminated from further consideration or the proposal may be down-graded and not receive full or partial credit under the applicable evaluation criteria.
- (a) Accurate and Complete Information: Offerors must set forth full, accurate and complete information as required by this RFTOP. The penalty for making false statements to the Government is prescribed in 18 U.S.C. 1001.
- (b) Offer Acceptability: The Government may determine an offer to be unacceptable if the offer does not comply with all of the terms and conditions of the RFTOP.
- (c) Proposal Preparation Costs: The U.S. Government will not pay for any proposal preparation costs.

L.5 INSTRUCTIONS FOR THE PREPARATION OF THE TECHNICAL PROPOSAL

The length of the technical proposal shall not exceed 25 pages, with single line spacing and standard one inch margins. The proposal should be submitted electronically and the software must be compatible with Microsoft office. The Appendices are excluded from the page limitation. All other parts of the technical proposal are included in the 25 page limit.

The technical proposal must set forth in sufficient detail the conceptual approach, methodology, and techniques for the implementation and evaluation of program activities. The technical proposal should demonstrate responsiveness to the Tanzanian policy and advocacy context and must include an implementation plan for achieving the expected program results. The implementation plan should clearly outline links between the proposed results, conceptual approach, performance milestones, and a realistic timeline for achieving the program results.

The Offeror will be expected to reflect its understanding of and coordination HIV/AIDS initiatives already being conducted in-country by PEPFAR, other implementing partners, other donors, and the host country government.

Offerors should study the evaluation criteria and organize the proposal according to the outline below:

Cover Page

In 1 page, the Cover Page should include the names of the organizations involved in the proposed program. Subcontracts should be listed separately. The Cover Page should include the name of the proposed Task Order Project Director, her/his institutional affiliation, and the name of a contact person for the prime offeror and her/his contact information.

Executive Summary

In 2 pages or less, the Executive Summary should summarize the key elements of the offeror's technical strategy, management approach, implementation plan, expected results and M&E plan.

Technical Approach (up to 15 pages)

In 10 pages or less, the Technical Approach should describe the proposed technical strategy and approach. This section should comprehensively address how the offeror will achieve the objectives outlined in detail in the Statement of Work. The successful offeror will provide a concise description of the technical strategy and methodology (what the offeror proposes to do and why), including collaborating with existing efforts and promoting sustainability and capacity building.

M&E

In 4 pages or less, the M&E section should describe how the program will measure PEPFAR standard indicators, propose supplemental indicators and targets, and outline an approach for developing an M&E plan. The M&E section should demonstrate the applicant's ability to reach stated project objectives within the required time of performance (including a plan for rapid launch of project activities) through the inclusion of illustrative timelines for the effective implementation of project components. The M&E section should also identify expected interim and final results of the program and a plan for collecting baseline and follow-on data.

Personnel

Offerors should provide summary descriptions of roles, responsibilities and qualifications of all key personnel, local and expatriate, to be funded under the task order. Resumes of these staff, not to exceed 3 pages, and biodata sheets (AID 1420-17) should be provided in the appendix.

Letters of commitment from all key personnel to the effect that they will be available for the period of the task order, should the offeror receive an award, should also be included in the appendix.

Management Approach

Offerors should provide a clear description of how the task order will be managed, including the approach to addressing potential problems. Offerors shall outline which organization/subcontractor will carry out the various tasks specified in the technical approach and evaluation plan. Offerors shall specify the composition and organizational structure of the entire project team (including home office support) and describe each staff member's role, technical expertise, and estimated amount of time each will devote to the project. Offerors may propose a mix of international and domestic advisors and specialists to cover the full range of objectives and activities. The management plan should also demonstrate how the offeror will use in-country staff and resources. An organizational chart should be included in the appendix.

If the offeror plans to collaborate with other organizations, government agencies or indigenous organizations for the implementation of the task order, the services to be provided by each agency or organization shall be described. Offerors that intend to utilize subcontractors shall indicate the extent intended, the method of identifying subpartners, and the tasks/functions they will be performing. Offerors shall state whether or not they have existing relationships with these other organizations and the nature of the relationship, and should include MOA/MOUs with proposed collaborators in the appendix.

L.6 COST PROPOSALS

There is no page limitation on the Cost Proposal. Offerors shall submit a summary cost proposal for a 4-year operating period (for example, December 1, 2008 – November 30, 2012). The following minimum cost breakdown should be provided: Salary and wages with detailed LOE, Fringe Benefits, Consultants, Travel, Transportation and Per Diem, Equipment and Supplies, Subcontracts Participant Training, Other Direct Cost Overhead, G&A, Material Overhead, and any other Indirect Costs and Fixed Fee. Provide a copy of the organization's NICRA if applicable. The budget shall be supported by information in sufficient detail to allow a complete analysis of cost; specifically, a budget narrative must be included which discusses, by cost element, the basis of estimate for the budget line item. Offerors must propose costs that are realistic and reasonable, and propose an efficient and effective budget to achieve the program objectives and targets.

END OF SECTION L

SECTION M – EVALUATION FACTORS FOR AWARD

M.1 GENERAL INFORMATION

- (a) The Government may award a task order without discussions with offerors.
- (b) The Government intends to evaluate task order proposals in accordance with Section M of this RFTOP and award to the responsible contractor(s) whose task order proposal(s) represents the best value to the U.S. Government. “Best value” is defined as the offer that results in the most advantageous solution for the Government, in consideration of technical, cost, and other factors.
- (c) The submitted technical information will be scored by a technical evaluation committee using the technical criteria shown below. The evaluation committee may include industry experts who are not employees of the Federal Government. When evaluating the competing Offerors, the Government will consider the written qualifications and capability information provided by the Offerors, and any other information obtained by the Government through its own research.

For overall evaluation purposes, technical factors are considered significantly more important than to cost/price factors.

M.2 TECHNICAL PROPOSAL EVALUATION CRITERIA

Each technical proposal will be evaluated qualitatively and categorized as Outstanding, Very Good, Good, Marginal and Unacceptable in relation to the evaluation factors set forth in this solicitation.

The categorization of Outstanding, Very Good, Good, Marginal and Unacceptable will be based on quantitative scoring as outlined in the evaluation criteria (i), (ii), and (iii) below. To make the selection process as objective as possible, the offeror should clearly demonstrate how its application meets these criteria.

i. Technical Approach and Evaluation Plan (60 points)

The extent of the applicant’s understanding of and feasibility/ability to successfully perform the activities as described in the Statement of Work, including:

- Extent to which the proposed approach is clear, logical and well-conceived in comprehensively addressing how the offeror will achieve the objectives outlined in the Statement of Work (20 points);
- Extent to which the technical approach addresses gender (10 points);
- Extent to which the technical approach addresses how the offeror will collaborate with existing efforts and promoting sustainability and capacity building (10 points);
- Extent to which illustrative timelines for the effective implementation of project components demonstrates the applicant’s ability to reach stated project objectives within the required time of performance, including a plan for rapid launch of project activities. Extent to which the offeror’s proposed Monitoring and Evaluation plan is clear, appropriate, and sound in terms of identification of expected interim and final results of the program and extent to which the plan for collecting baseline and follow-on data is cost effective, will reliably quantify program progress and impact, and will integrate with and support building local capacity to gather and analyze data for decision making (20 points).

ii. Personnel and Management Approach (30 points)

The extent of the applicant's understanding of and feasibility/ability to successfully propose a personnel and management approach as described in the Program Management and Staffing section, including:

- Extent to which the proposed staff provides a clear description of how the Task Order's objectives will be met, including demonstrated technical experience and expert qualifications (e.g., technical expertise in HIV/AIDS, policy and advocacy efforts; program management; and evaluation skills) in all the programmatic areas outlined in the Statement of Work (20 points);
- Extent to which the proposed management approach provides a clear description of how the task order will be managed, including the approach to addressing potential problems and, if the offeror plans to collaborate with other organizations, government agencies or indigenous organizations, the extent to which the services to be provided by each agency or organization are described (10 points).

iii. Cost Proposal Evaluation (10 points)

The cost proposal shall be evaluated for reasonableness, allowability and allocability. This analysis is intended to determine: the degree to which the costs included in the cost proposal are an efficient and effective way to achieve the program objectives and targets; and reasonableness of proposed labor rates, indirect cost rates and fee.

END OF SECTION M

USAID FORM 1420-17 - CONTRACTOR BIOGRAPHICAL DATA SHEET

CONTRACTOR EMPLOYEE BIOGRAPHICAL DATA SHEET

| | | | | | | | |
|--|--|---|--------------------|---|---|-------------------------|-----------------------------|
| 1. Name (Last, First, Middle) | | | | 2. Contractor's Name | | | |
| 3. Employee's Address (include ZIP code) | | | 4. Contract Number | | 5. Position Under Contract | | |
| | | | 6. Proposed Salary | | 7. Duration of Assignment | | |
| 8. Telephone Number (include area code) | | 9. Place of Birth | | 10. Citizenship (if non-U.S. citizen, give visa status) | | | |
| 11. Names, Ages, and Relationship of Dependents to Accompany Individual to Country of Assignment | | | | | | | |
| 12. EDUCATION (include all college or university degrees) | | | | | 13. LANGUAGE PROFICIENCY (See Instructions on Reverse) | | |
| NAME AND LOCATION OF INSTITUTE | | MAJOR | DEGREE | DATE | LANGUAGE | Proficiency Speaking | Proficiency Reading |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 14. EMPLOYMENT HISTORY 1. Give last three (3) years. List salaries separate for each year. Continue on separate sheet of paper if required to list all employment related to duties of proposed assignment. 2. Salary definition - basic periodic payment for services rendered. Exclude bonuses, profit-sharing arrangements, or dependent education allowances. | | | | | | | |
| POSITION TITLE | | EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE # | | Dates of Employment (M/D/Y) | | Annual Salary | |
| | | | | From | To | Dollars | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| 15. SPECIFIC CONSULTANT SERVICES (give last three (3) years) | | | | | | | |
| SERVICES PERFORMED | | EMPLOYER'S NAME AND ADDRESS POINT OF CONTACT & TELEPHONE # | | Dates of Employment (M/D/Y) | | Days at Rate | Daily Rate in Dollars |
| | | | | From | To | | |
| | | | | | | | |
| | | | | | | | |
| 16. CERTIFICATION: To the best of my knowledge, the above facts as stated are true and correct. | | | | | | | |
| Signature of Employee | | | | | Date | | |
| 17. CONTRACTOR'S CERTIFICATION (To be signed by responsible representative of Contractor) | | | | | | | |
| Contractor certifies in submitting this form that it has taken reasonable steps (in accordance with sound business practices) to verify the information contained in this form. Contractor understands that the USAID may rely on the accuracy of such information in negotiating and reimbursing personnel under this contract. The making of certifications that are false, fictitious, or fraudulent, or that are based on inadequately verified information, may result in appropriate remedial action by USAID, taking into consideration all of the pertinent facts and circumstances, ranging from refund claims to criminal prosecution. | | | | | | | |
| Signature of Contractor's Representative | | | | | Date | | |